

UNITED STATES MARINE CORPS
Logistics Operations School
Marine Corps Combat Service Support Schools
PSC Box 20041
Camp Lejeune, North Carolina 28542-0041

STUDENT OUTLINE

COURSE TITLE: RESERVE LOGISTICS OFFICER COURSE

LESSON TOPIC NUMBER: RLO D107c

**LESSON TOPIC: MONITORING AMMUNITION EXPENDITURES AND
ACCOUNTABILITY**

LESSON TIME: 1.0 HOUR

INSTRUCTIONAL REFERENCES:

1. MCO P8020.10A Marine Corps Ammunition Management and Explosive Safety Policy Manual
2. MCO 4340.1 w/Ch 1 Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property
3. UM 4400-15. Marine Corps Users Manual
4. NAVSEA TWO24-AA-ORD-010. Ammunition, Unserviceable, Suspended, and Limited Use

OVERVIEW: *The purpose of this class is to provide an overview of the required forms and procedures necessary to successfully manages an ammunition account.*

LEARNING OBJECTIVES

1. Terminal Learning Objective: Given commander's guidance, unit T/O&E, and the references, supervise a unit ammunition account to ensure requirements are accurately calculated and maintained to support mission requirements. (0402.01.03)
2. Enabling Learning Objectives:
 - a. Given commander's guidance, the billet of the unit ordnance officer, a writtem test, and the references, identify procedures to determine ammunition expenditures, per the references. (0402.01.03b)

(1) Identify proper ammunition requisition procedures.

b. Given commander's guidance, the billet of the unit ordnance officer, a written test, and the references, identify procedures for maintaining ammunition accountability, per the references. (0402.01.03f)

(1) Identify the proper method to account for ammunition.

OUTLINE

1. REQUISITIONS

a. Format: Requisitions for Class V(W) will be submitted on a DD Form 1348 (6 part) or Email on the MILSTRIP Requisition format. Generally, requisitions must be submitted during normal working hours and must first be approved through the chain of command to the G-4 (ORDNANCE) level before submission to the Ammunition Supply Point (ASP).

b. Timelines: Timelines for submission of requisitions vary between Marine Corps Bases, however, as a general rule; routine requests (priority 13) must be submitted within 5 working days not including the day of submission and the required delivery date (RDD). Walk through and emergency requisitions are those requisitions which, due to unforeseen circumstances, could not be submitted within the prescribed time.

(1) Walk through requisitions (priority 06) are those that if not filled, would reduce the units capability to perform its assigned operation/mission. Walk through requests are generally submitted with more than 24 hours notice, but less than the required time for routine requests (5 days).

(2) Emergency requisitions (priority 03), with less than 24 hours lead time, are those that if not filled would prevent the using unit from completing its assigned operation / mission.

The priorities listed above, 03, 06, and 13, are for Division, FSSG, and MAW units. Marine Corps Base / Air Station units use priorities 07, 09, and 14 for ammunition requisitions.

Marine Expeditionary Units and other deployed units use priorities 02, 05, and 12.

NOTE: Walk through and emergency requisitions will require the unit Commanding Officer's signature and a written explanation on the DD 1348.

c. Requisition Requirements

(1) Delegation of Authority to Receipt for Supplies. The Commanding Officers of units having an ammunition allowance must submit the appropriate base/local form designating specific personnel who are authorized to sign requisitions for ammunition.

This same form will designate individuals allowed to receipt for (pick up) ammunition. The form will include original sample signatures, initials, and social security numbers of all personnel authorized to requisition or receipt for ammunition.

NOTE: An individual cannot be authorized to both sign requisitions and receipt for ammunition.

2. ACCOUNTING FOR CLASS V(W) TRAINING AND SECURITY AMMUNITION

a. General: Accounting for training and security ammunition is covered in detail in UM 4400-15, Organic Property Control Manual, chapters 9 and 25. An S-4 section will normally have an ammunition technician who will perform the day-to-day manual accounting requirements contained in the user's manual. Records are essential to maintain the accountability of training and security ammunition, seperately:

(1) NAVMC 10774 for Security Ammunition. Ammunition NSN/Lot Number Record 8015. This form will be used to enter descriptive data, allowances, and quantities of ammunition on hand. One card will be used to record the required information for only one lot, of each type (DODIC) of security ammunition. Use chapter 25 of UM 4400-15 as a reference.

(2) NAVMC 10774 for Training Ammunition. All units with an ammunition allowance must maintain accurate records on the NAVMC 10774, to include the following:

(a) The types and quantities of ammunition under annual and special allowances.

(b) Cumulative withdrawals, credits, and expenditures of training ammunition by fiscal year. For expenditures maintained on NAVMC 10774, the retention period shall be 3 years from placement of the NAVMC 10774 in the inactive file.

(c) Cumulative accountable balance and a cumulative expenditure column will show quantities actually expended and those quantities of the balance remaining for the fiscal year.

(d) Quantity, by DODIC and lot number, of ammunition retained by the unit for security, guard, and civil disturbance purposes, if authorized.

(e) Total quantities, by DODIC and lot number, of suspended or unserviceable ammunition held by the unit, if applicable.

(f) Required monthly inspections of ammunition held by units will be annotated on the NAVMC 10774.

(g) Properly completed and signed copies of all issue documents. Turn in documents will be maintained on file for a period of two years.

(2) DD 1348 (Six Parts). This document may be used to requisition ammunition. The use of Email has become widely accepted for requisitioning ammunition. This is accomplished utilizing a MILSTRIP format. The procedures for filling in a DD 1348 and how to prepare a MILSTRIP requisition are contained in UM 4400-15; however, local ordnance SOPs should be consulted. Major commands supporting an Ammunition Supply Point (ASP) may have additional required entries.

(3) DD 1348-1, DOD Single Line Item Release/Receipt Document. This form will be used when turning in unserviceable or unexpended ammunition to the ASP. It is the last document you will need to complete your accounting records. After this document is completed, both the DD 1348 and DD 1348-1 should be retained on file for current year plus two more. These records will consist of the green copy (DD 1348) and the number 4 copy (DD 1348-1).

(4) NAVMC Form 11381 Expenditure Report. This report is used to document all expenditures of A&E assets. This form is available in the Marine Corps Electronic Forms System (MCEFS).

a. This form will be completed at the range by the Range Safety Officer (RSO) and the ammunition technician to include signatures of both parties prior to any ammunition leaving the range.

b. Local commanders are authorized to add additional fields to NAVMC Form 11381 to support other local requirements as long as the standard fields are not changed.

c. Expenditure reports will be maintained by fiscal year (FY) and retained for the current year plus 2 FYs as of the closing of the date of expenditure.

(5) Notices of Ammunition Reclassification (NARs). NARs are prompted by malfunctions and discrepancies reported by using units. They are promulgated by Naval Ammunition Logistics Center, Mechanicsburg, PA, to rapidly disseminate information on ammunition reclassification. The following applies to NARs:

a. NAR's are distributed in message format and are numbered sequentially throughout the fiscal year.

b. All lot numbers for on-hand assets will be reviewed upon receipt of each NAR. If on-hand assets are affected, notify higher headquarters, enter info in cross reference file and carry out any instructions given. If the ammunition is other than condition code "A", "B" or "C" initiate a turn-in.

c. All units will maintain a NAR file where NARs will be filed numerically from the last NAR incorporated in the latest edition of NAVSEA TWO24-AA-ORD-010 to the most recent NAR.

d. All units will maintain a NAR cross reference file for each DODIC rated by the unit. The unit ammunition technician will use the NAVSEA TWO24-AA-ORD-010 and cross reference file when drawing ammunition from the ASP. It is

the unit's responsibility to ensure their unit is not issued unserviceable ammunition.

e. Ammunition fired over the head of troops or fired in areas that necessitate ammunition cleared for overhead fire, must be checked in accordance with NAVSEA TWO 24-AA-ORD-010 and the unit's NAR cross reference file.

3. **CONTROL**. Control of ammunition within a unit is accomplished through proper supervision at all levels. The following general guidelines allow for proper control of ammunition.

- a. Requisition only items needed.
- b. Ensure proper issue and turn in procedures are followed.
- c. Do not hoard, abandon, bury, or lose ammunition.
- d. Do not open or break seals on containers until ready for use. Once ammunition containers are opened, retain all packing material until the end of training to aid in the turn in of ammunition, if necessary.
- e. Never expend excess training ammunition indiscriminately to avoid the inconvenience of returning such ammunition to the ASP.
- f. Role of the firing range OIC or Range Safety Officer
 - (1) Inventory of all AA&E delivered to the range.
 - (2) Supervise the distribution of AA&E at the range.
 - (3) Ensure that AA&E expenditure reports/turn-in documents are completed prior to departing the range.
 - (4) Submit expenditure reports and turn-in documents to the unit's S-4 or designated record holder.
- g. Unit AA&E Officer Responsibilities.
 - (1) Conduct AA&E awareness training.

- (2) Validate AA&E accountability procedures.
- (3) Audit the AA&E chain of custody for issue, receipt, expenditure, and turn-in.
- (4) Validate recordkeeping procedures.

h. A&E Audit and Verification Officer. The Commanding Officer shall appoint in writing an audit and verification officer to conduct and document monthly inventories of A&E that is stored in a local magazine controlled by a unit. This Marine must be a disinterested SNCO/Officer who has no responsibilities concerning ammunition security or accountability.

(1) Based on inventory results, investigations shall be conducted and missing, lost, stolen, or recovered (MLSR) reports shall be submitted, where appropriate.

4. **Storage.** Units must submit requests to the Installation Commander in order to store limited quantities of Security guard/reaction force ammunition. These requests must be renewed annually per MCO P8020.10A.

(1) Upon approval, the unit will retain a copy of the request with all endorsements in the storage area along with the results of the latest security inspection.

(2) The unit ammunition technician will verify and record the DODIC, lot number, and quantity on a NAVMC 10774 card. The responsible person (Guard OIC/Chief, Armorer) will then receive subcustody of the ammunition by signing a completed NAVMC 10359, Equipment Custody Receipt card.

(3) The ammunition technician will inspect the ammunition monthly to ensure accountability, serviceability and correct lot number.

(4) Personnel using the ammunition for official purposes must receipt from the responsible person in a logbook with the following information: DODIC, quantity, date, time issued, time turned in, reason/post number, and signature. (local procedures)

**5. RETURN OF AMMUNITION, SALVAGEABLE MATERIAL, AND
RETROGRADEABLE COMPONENTS** (Not an ASP function)

a. The following is a list of salvageable or retrogradeable items to be turned in to the Defense Reutilization Marketing Office (DRMO) with certificates of inspection:

(1) All expended brass and/or steel cartridge cases, segregated by type of metal and caliber.

(2) All bandoleers.

(3) All magazine fillers.

(4) Links from machine gun belts.

(5) All small arms ready cans.